



**DEPARTMENT OF THE NAVY**  
COMMANDER US NAVAL FORCES JAPAN  
COMMANDER NAVY REGION JAPAN  
PSC 473 BOX 12  
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5000  
Ser N00/0858  
26 Apr 21

MEMORANDUM

From: Commander, U.S. Naval Forces Japan  
To: Distribution

Subj: COVID-19 LEAVE AND LIBERTY POLICY UPDATE 3

Ref: (a) COMNAVFOR Japan Memo 5000 Ser N00/1884 dtd 17 Dec 20  
(b) SECNAV Memorandum dtd 4 Mar 21  
(c) COMNAVREG Japan Memo dtd 2 Apr 20  
(d) NAVADMIN 073/21  
(e) COMPACFLT GENADMIN DTG 252107Z FEB 21  
(f) U.S. INDOPACOM Memo dtd 23 Oct 20  
(g) OSD Memo dtd 12 Apr 21  
(h) COMUSFJ Force Public Health Order 21-002 dtd 4 Feb 21  
(i) COMNAVFOR Japan Memo 5000 Ser N00/0723 dtd 5 Mar 21

Encl: (1) COMPACFLT COVID Leave-Liberty Risk Assessment Tool

1. Reference (a) is superseded by this memorandum. Discontinue distribution of reference (a).
2. We maintain the following precautionary and responsive measures:
  - a. Robust quarantine/isolation, testing, and contact tracing capabilities and requirements.
  - b. Ability to transfer COVID-19 positive personnel, if necessary, to host-nation medical facilities.
  - c. Ability to vaccinate all eligible adults 18 years of age and older.
3. In order for COVID-19 mitigation measures to be effective, it is imperative that everyone maintain the core tenets of health protection at all times. The following are absolute requirements:
  - a. Practice physical distancing to the maximum extent possible.
  - b. Wear face coverings in accordance with reference (b).
  - c. Practice effective hand washing procedures/utilize hand sanitizer.
  - d. Practice proper cough/sneeze etiquette.
  - e. Do not touch your face.
  - f. Do not shake hands.
  - g. Regularly wipe down commonly-used items.
  - h. Maintain a 14-day contact/travel log per reference (c).
  - i. Avoid COVID-19 hotspots listed in paragraph 5.b of this memorandum.
  - j. Stay home when sick and call medical or your medical provider for an evaluation.
4. Additionally, it is incumbent upon all commands to continue to practice organizational responsibility and discipline. The following tools, requirements, and authorities remain in place:
  - a. Daily health screenings of employees remains required.

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- b. Restriction of Movement (ROM) requirements remain in place.
- c. U.S. Forces Japan (USFJ) ROM test out requirement remains in place.
- d. USFJ post-quarantine test requirement remains in place.

5. Leave is AUTHORIZED subject to the following conditions and permissions

a. Leave. Per references (d) and (e), approval authority for leave (including emergency leave) is delegated to a level NOT lower than the O6/GS-15 unit Commander, Commanding Officer, Officer-in-Charge, or Civilian Equivalent (Branch/Division/Department Head, Directorate Head, etc.). The approval authority will follow procedures in reference (g) to include conducting a risk assessment of the health status and travel itinerary for Navy service members requesting leave or liberty outside the local area using enclosure (1). The DoD COVID-19 Travel Information App (<https://covid-status.data.mil>) provides useful tools to assist with making risk informed decisions on approving leave and implementing the appropriate mitigation measures when individuals return from leave.

b. Leave within Japan shall not be granted for active duty members traveling to “RED” areas designated on the “Japan Prefecture Status” map unless an approved Exception to Policy (ETP) is obtained. Civilian members on approved leave who travel to “RED” areas on the “Japan Prefecture Status” map will be subject to installation entry requirements and may be denied entry. Japan Prefecture Status location designations will vary from week to week with updates promulgated every Wednesday. As designation may change prior to travel, all personnel are strongly encouraged to utilize refundable tickets and reservations to ensure maximum flexibility. Transit through a “RED” area in order to take leave in a “YELLOW” or “GREEN” areas is authorized, provided the member utilizes the most direct means available. Personnel should avoid layovers or transfers inside “RED” areas to the maximum extent practicable.

The current status map for personnel with official accounts can be found at the follow links:

- <https://c4isuite.atfp.cnmc.navy.mil/collaboration/Coronavirus/NRJ/0.%20CNFJ-CNRJ/Japan%20Prefecture%20Status.jpg>

- <https://g2.cnmc.navy.mil/tscnrj/N3/N37/default.aspx?activeTab=Japan%20Map>;

A Google Maps overlay can also be found at the following web address which is intended for use by all personnel (military and civilian):

- <https://www.google.com/maps/d/edit?mid=1niEn2uoNN8LMFO3p48ls0nFFCaG1nuFf&usp=sharing>

c. Requests for an ETP regarding leave to “RED” areas of the “Japan Prefecture Status” map will be considered for humanitarian reasons or special circumstances ONLY. Submit all request for ETPs to M-YO-CNRJ-ROM-ETP-WAIVER@FE.NAVY.MIL no later than 7 days prior to leave start date. All ETPs must have traveler’s information (include all travelers), justification for the request, mitigation plan, approved enclosure (1), and command endorsement.

d. For travel to the United States, in accordance with references (e) through (h), Service Members assigned to the USFJ area of responsibility shall comply with all ROM requirements from the DoD, for the state/local government, and the installation they plan to visit while on unofficial travel (e.g. leave, whether government funded or personally funded). In addition, service members will:

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(1) Self-monitor for the development of fever or symptoms of COVID-19. If travelers notice any symptoms, they are to immediately self-isolate, notify their chain of command, and seek medical attention. Even if not required by installation, CDC, state, or local guidance, Service Members should always apply sound COVID mitigation measures, appropriate to the circumstances, such as the wearing of masks and appropriate social distancing.

(2) Upon return from leave travel outside Japan, complete a 14-day ROM and test as required by references (h) and (i). It is the responsibility of the command leave approval authority to validate and ensure all requirements of reference (h) will be met prior to approving leave outside of Japan.

6. Liberty within Japan is AUTHORIZED with the following conditions and permissions:

a. Installation Commanders shall promulgate authorized liberty areas and activities on a weekly basis consistent with an analysis of local conditions. All personnel will adhere to the liberty guidance of the installation to which they are either permanently or temporarily assigned.

b. Installation Commanders may NOT authorize liberty in an area or prefecture designated as "RED" on the "Japan Prefecture Status" map, except the prefecture in which the installation is located and for any immediate "RED" **adjacent** prefectures that the Installation Commander deems safe. Approval authority for case-by-case ETPs under this paragraph remains with the Installation Commander.

7. All Navy Status of Forces Agreement (SOFA) members residing on, stationed on, or assigned to a non-U.S. Navy installation shall adhere to the liberty requirements of the local DoD installation on which they reside, are stationed, or to which they are assigned. All U.S. Navy commands, even if located on a non-U.S. Navy installation, will follow this memorandum for the purposes of leave.

8. All Navy SOFA members NOT residing on, stationed on, or assigned to a DoD installation shall adhere to the provisions of this memorandum for leave and liberty purposes.

9. Regardless of installation, the following HIGH-risk locations and activities are OFF LIMITS for all active duty members. For civilian members, accessing off limits location and activities will be subject to installation entry requirements.

a. Bars/night clubs/lounges/karaoke and pachinko parlors/chu hi stands/establishments which primarily serve alcohol, such as izakayas.

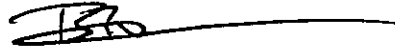
10. The following MEDIUM-risk locations and activities must be thoroughly evaluated by all members and their chain of command prior to attendance. The evaluation should factor in the degree to which the location/activity enforces proper mitigation measures and the risk profile associated with the personnel attending the event.

a. Concerts, music halls, amusement parks and theaters.

11. The guidance in this memorandum applies to SOFA members affiliated with U.S. Navy installations or U.S. Navy commands in Japan. Japanese Master Labor Contract employees and Individual Hire Agreement employees of the U.S. Navy are encouraged to follow this guidance to the maximum extent practicable. Any other individuals desiring access to U.S. Navy installations in Japan who do not follow the terms of this guidance may be denied access and subject to debarment from the installation.

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12. I cannot overstate the importance unit Commanders must place on individual responsibility in meeting these requirements. Violations by military personnel are subject to punishment under Article 92, Uniform Code of Military Justice, as violations of a lawful general order. Failures to comply with this order by U.S. civilian employees may result in administrative (debarment, curtailment) or disciplinary action. Violations by dependents may result in administrative action. Selfish acts by anyone violating these measures put our force and family, at risk and may potentially result in a return to a higher HPCON level.

A handwritten signature in black ink, appearing to read 'B. P. Fort', with a long horizontal line extending to the right.

B. P. FORT

Distribution:

CFAY, CFAO, CFAS, NAFA, NAFM, All tenant units, All Navy personnel in Japan